

# **Take Down Day Guidelines**

## **Safety is your mission!**

1. Registering as a PCD volunteer on a computer or smart phone is required before participating. See Pastega Christmas Display website and select Volunteer from the home page.
2. Take Down Procedures:
  1. Place empty storage bins to designated section.
  2. Remove fences and fence stands from each scene and load in trailer.
  3. FIRST pack & remove scenery from North side of pavilion in this order—RED, YELLOW, GREEN and load into designated color-coded trailers.
  4. Begin tree removal ONLY after section scenery is completely removed. Remove all lights & wires from trees before dragging out to chipping area.
  5. Dismantle and remove history boards and sponsor boards.
  6. Prep Santa house and Chapel to roll.
  7. Secure ceiling lights to overhead beams.
  8. Remove all trash from area.
3. Safety Procedures:
  1. Wear winter work apparel and hard sole shoes—no open shoes.
  2. Work gloves suggested.
  3. Use hand trucks to move heavy or bulky items
  4. Ask for help to lift or move large items.
  5. Use proper size ladder with spotter and don't work from top step.
  6. Use care when pulling apart electrical connections.
  7. Do not use hand or power tools improperly.
  8. Use care when removing scenes under overhead lights.
  9. Hearing protection & safety glasses suggested & available.
  10. Volunteers not allowed to feed tree chipper.
  11. Ask section leader if unsure of proper safety procedure.

**THANKS FOR VOLUNTEERING!**